

Sample Estimated Project Timeline (Development)

A guidance document to be reviewed by applicants and utilized by grantees to be aware of the process and typical timeline for completing a DCNR Community Conservation Partnership Program grant project. Review the "Development Grant- Administrative Instructions and Process" for more detailed information- http://www.docs.dcnr.pa.gov/ucmprd2/groups/public/documents/document/d_001272.pdf

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| 1. Contracting | 3-4 Months |
| a. Grant Award Notification (Letter to Chief Elected Official) | |
| b. Pre-Contracting Telephone Call (with Local Project Coordinator) | |
| c. Process Grant Agreement | |
| 2. Project Start-up | 4-5 Months |
| a. Application Review/DCNR Comment Letter (to Local Project Coordinator) | |
| b. Initial Conference Call (with Local Project Coordinator and Design Consultant) | |
| c. Design Submission (Drawings and Specifications from Design Consultant) | |
| 3. DCNR Design Submission Review and Approval/ Grantee Advertises for Bids | 5-7 Months |
| a. Advertisement and Bid Process | |
| b. Award of Construction/Materials Contracts | |
| 4. DCNR Approval of Costs/Project Construction | 8-12 Months |
| 5. Construction Completed/DCNR Final Site Inspection (with DCNR Regional Advisor) | 2 Months |
| 6. Project Close-Out and Process Final Payment | 4-6 Months |
| | Range: 26-36 Months |